



STATE OF CALIFORNIA  
**Department of Parks and Recreation**  
EXAMINATION ANNOUNCEMENT  
**WATER AND SEWAGE PLANT SUPERVISOR**  
**OPEN NON - PROMOTIONAL**



**AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, MEDICAL CONDITION OR PREGNANCY, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.**

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**POSITIONS EXIST**

Statewide

**SALARY RANGE**

\$4924 - \$5170

**WHO SHOULD APPLY**

Applicants who meet the requirements as stated in the minimum qualifications section of this announcement by **October 8, 2014**, the **final filing date**. Applications will not be accepted on a promotional basis.

**WHERE TO APPLY**

Applications ([Std. Form 678](#)) may be delivered in person or by mail. Please submit to:

**By mail:**

Department of Parks and Recreation  
Attention: Selections Unit/Karen Oswald  
P.O. Box 942896  
Sacramento, CA 94296-0001

**In person:**

Department of Parks and Recreation  
1416 9th Street  
Room 1018 (10th floor)  
Sacramento, CA 95814

**INCLUDE EXAM CODE (4PR09) ON YOUR APPLICATION IN THE SECTION TITLED “EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING”.**

Only applications for the *Water and Sewage Plant Supervisor* will be accepted. If you are applying for multiple examinations you must file a separate application for each one. Failure to do so will result in the rejection of your application from this examination.

**FINAL FILING DATE**

Applications (Form 678) must be postmarked no later than **October 8, 2014**, the **final filing date**. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

**EXAMINATION DATES**

**Qualifications Appraisal Interview:** It is anticipated that interviews will be held during **November or December 2014**.

**Note:** Reschedules will only be considered based on the California Government Code and the California Department of Human Resources policy.

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the Examination and/or Employment application. The Selections Unit will contact you to make special testing arrangements. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the Exam Analyst at (916)651-0438.

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Exam Title: Water and Sewage Plant Supervisor  
Exam Code: 4PR09  
Schem Code: QD10

Release date: August 27, 2014  
Final Filing Date: October 8, 2014  
Class Code: 6723

### ELIGIBLE LIST INFORMATION

A departmental statewide eligible list will be established for the Department of Parks and Recreation. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **October 8, 2014**, the **final filing date**.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

### MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as **"Either" I, "Or" II, "Or" III**, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Three years of engineering or operating experience in a water filtration plant or a sewage treatment plant serving a population of at least 2,000.

**AND**

Possession of an appropriate State of California Certification for Sewage Treatment Plant Operator and/or Water Treatment Plant Operator is required at the time of appointment. Certificates are issued by the California Department of Public Health and State Water Resources Control Board. (Applicants who are within six months of obtaining the required certification will be admitted to the examination but must produce evidence of certification before they can be considered eligible for appointment.)

**NOTE: CANDIDATES MUST PROVIDE EVIDENCE OR A STATEMENT THAT VERIFIES THE POPULATION SIZE AS STATED ABOVE.**

CLICK HERE FOR [SAMPLE FORMULAS](#)

### POSITION DESCRIPTION

The Water and Sewage Plant Supervisor, supervises the operation of a water treatment and/or sewage treatment plant; directs the taking of daily tests of water and sewage in the various stages of treatment and personally makes the more involved analyses; interprets tests and determines necessary changes in dosage and treatment processes; supervises or performs the cleaning, painting, and upkeep of equipment; adjusts and repairs mechanical equipment such as pumps, chlorinators, gas engines, and metering devices; operates or directs the operation of related equipment at incinerators, swimming pools and other mechanical equipment; operates equipment as a relief operator when necessary; may supervise assistants; may perform minor plumbing duties in connection with water and sewage systems.

### EXAMINATION INFORMATION

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

*(Continued on next page)*

## SCOPE

### A. Knowledge of:

1. Disinfection concepts and procedures (e.g., chlorine contact time, residual, demand, dosage) to ensure the quality of potable and non-potable water.
2. Proper chemical handling and storage to ensure safety protocols are followed.
3. Proper application and dosage of chemicals to ensure appropriate use, ratio, and handling in the use of water and wastewater treatments.
4. Basic mathematics (e.g., addition, subtraction, multiplication, division) to maintain inventory, calculate amounts of materials needed, chemical dosages, etc.
5. Proper sampling procedures to develop sound sampling plans and to ensure appropriateness of samples.
6. The appropriate use of various hand tools (hammer, wrenches, screwdrivers, etc.) to effectively and safely use in the course of maintenance.
7. The common principles of measurement (e.g., flow, volume, area, velocity, PSI, etc.) to calculate and apply measurements.
8. Pipe disinfection and de-chlorination procedures to affect new installations and repairs.
9. Personal protective equipment to ensure following of safety standards and OSHA protocol.
10. Laws and regulations relating to water treatment to effectively operate a water treatment system.

### B. Skill to:

1. To operate and maintain chlorine disinfection equipment to ensure the proper disinfection of the water/wastewater.
2. Operate a water treatment system to ensure clean water is properly and effectively treated according to written policies and procedures.
3. Operate a water distribution system to ensure water is properly and effectively distributed to required locations according to written policies and procedures.
4. Properly utilize personal protective equipment to ensure safety when using chemicals and in hazardous situations.
5. Perform basic arithmetic operations of addition, subtraction, multiplication, and division to calculate amount of materials needed, total amounts of chemical used, hours passed, dosage rates, volume, etc.
6. Use a calculator to compute basic mathematical calculations (addition, subtraction, multiplication, division).
7. Operate a potable water pumping station to ensure the efficient, safe, and effective distribution of water through the system.
8. Monitor quality of output of a water/wastewater treatment facility to ensure the levels are within regulatory standards.
9. Utilize hand tools (e.g., hammer, wrench, screwdriver) in a safe and appropriate manner to conduct equipment and facility maintenance.
10. Disinfect and de-chlorinate pipes to ensure cleanliness of new installations and repairs before tying them into the system.
11. Maintain accurate and detailed records/notes/logs to document work related activities and to use in the preparation of more formal reports.
12. Operate mechanical equipment related to water and wastewater such as pumps, chemical feed pumps, etc. to properly manage a treatment/distribution facility.
13. Operate a lift station to ensure the efficient, safe, and effective pumping of wastewater through the system.
14. Repair/replace pipelines and/or parts of pipelines to control spills and maintain system.

### C. Ability to:

1. Measure and mix chemicals in a correct and safe manner in the water/wastewater treatment process to ensure effective treatment of potable and non-potable water.
2. Read and follow written directions related to work assignments/tasks needing to be completed to perform job-related tasks.
3. Make sound decisions given available information and situational parameters.
4. Read and comprehend various work-related documents (e.g., work related procedures, technical documents, instruction booklets, etc.).

**Exam Title:** Water and Sewage Plant Supervisor  
**Exam Code:** 4PR09  
**Schem Code:** QD10

**Release date:** August 27, 2014  
**Final Filing Date:** October 8, 2014  
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### **ADDITIONAL DESIRABLE QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

### **VETERANS' PREFERENCE**

Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

### **CAREER CREDITS**

Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all parts of the exam. (See "General Information" on this bulletin for information regarding career credits.) Competitors eligible to receive career credits must indicate this in Question #4 of application Form STD. 678.

### **CONFIDENTIALITY AND SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

### **GENERAL INFORMATION**

**For an examination without a written feature**, it is the candidate's responsibility to contact the Selection Unit of the Department of Parks and Recreation, (916) 651-0438, three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** Locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available at** Department of Parks and Recreation, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at [jobs.ca.gov](http://jobs.ca.gov).

**If you meet the requirements**, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Parks and Recreation** reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changes. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

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## GENERAL INFORMATION - CONTINUED

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Veterans' Preference:** Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application ([CalHR 1093](#)), which is available at <https://jobs.ca.gov/job/veteransinformation>, and the Department of Veterans Affairs.

**Career Credits:** In open-non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form STD. 678.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DEPARTMENT OF PARKS AND RECREATION  
Personnel Office/Selection Unit 1416 9<sup>th</sup> Street, Room 1018, Sacramento, CA 95814

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device  
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)